

**THE CITY OF NEWTON**  
Purchasing Department  
1000 Commonwealth Avenue  
Newton Centre, Massachusetts 02459  
(617) 796-1220 / Fax (617) 796-1227/TDD/TTY (617) 796-1089

**REQUEST FOR QUOTE**

**December 10, 2010**

Quotes on the original of this form shall be returned to the office of the Chief Procurement Officer, City Hall, 1000 Commonwealth Ave., Newton Centre, MA 02459 **FAX (617) 796-1227 until 10:00 a.m., December 17, 2010.**

THE CITY OF NEWTON, MASSACHUSETTS  
By:



Rositha Durham, *Chief Procurement Officer*

**FAXED QUOTES ARE ACCEPTABLE**

The City of Newton is soliciting a FIXED FEE on the original of this form for:

**PRINTING & PROCESSING OF THE ANNUAL CENSUS FORMS, MAILINGS, AND THE RESIDENT BOOKS**  
(Per attached Statement of Work)

<u>Item</u>	<u>Est.Qty.</u>	<u>Unit Cost</u>	<u>Total</u>
1. Census Forms	32,000	\$ _____	\$ _____
2. #10 Window Envelopes	32,000	\$ _____	\$ _____
3. #9 Business Reply Envelopes	32,000	\$ _____	\$ _____
4. 2 <sup>nd</sup> Mailing Census Postcards	15,000	\$ _____	\$ _____
5. Confirmation Postcards	7,000	\$ _____	\$ _____
6. Resident Books	150	\$ _____	\$ _____
Total of All Items			\$ _____

This quote includes addenda number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

All prices shall include all labor, materials, equipment, shipping, handling, etc., and be FOB Destination.

**BIDDER'S INFORMATION**

Company Name: \_\_\_\_\_

Contact Person : \_\_\_\_\_  
(Please print name clearly)

Phone/Fax # \_\_\_\_\_

Street/Address/City/State/Zip \_\_\_\_\_

**VENDOR AGREES THAT QUOTE IS SUBJECT TO THE TERMS & CONDITIONS ATTACHED HERETO**

## STATEMENT OF WORK

### “2011” CENSUS

#### PRINTING & PROCESSING OF THE ANNUAL CENSUS FORMS, MAILINGS, AND THE RESIDENT BOOKS

<b>ALL FORMS FOR THE CITY OF NEWTON MUST BE PRINTED ON RECYCLED PAPER</b>
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The Election department is looking to award a contract for the supplies and services of a company to process their 2011 Census.

The awarded vendor shall, in accordance with the enclosed specifications, be required to provide:

1. Approximately 32,000 8½ x 11 Census forms
2. Approximately 32,000 #10 window envelopes
3. Approximately 32,000 #9 business reply envelopes
4. Approximately 15,000 2<sup>nd</sup> census mailing postcards; specs attached
5. Approximately 7,000 voter conformation postcards; specs attached
6. Approximately 150 Resident books; specs attached

The vendor must meet the following qualifications; all bidders must have completed one full census for a city of comparable size. The City of Newton requires a prospective vendor to supply three references.

Award will be made to the vendor with the lowest responsible and responsive Grand Total. Vendors must bid all line items to be deemed responsible and responsive.

The term of the awarded contract shall extend from **contract execution through June 1, 2011.**

#### **ITEM #1- Census Mailing:**

The City of Newton will provide a complete street extract from the VRIS (Voter Registration Information System). These text data files will be considered correct and accurate for the purpose of our annual City Census 2011.

Census forms are to be mailed to Heads of Households (HOH); (designated “mail to”) and all vacant/unoccupied properties.

Inactive voters HOH only (indicated under status as “T” on the disk) will not be included in the mailing.

Census forms will contain a bar code of the head of household in a format consistent with the specifications of the Secretary of the Commonwealth’s VRIS System.

All identified residential/vacant addresses from the provided extracts will be verified against the latest released CASS (Coding Accuracy Support System) certified database to obtain relevant information to qualify the mailing for the lowest applicable postage rate. Provide the post office with all relevant CASS and PAVE (Pre-sort Accuracy Validation Evaluation) certifications.

Contractor will fold, stuff and seal the complete mailing and deliver it to the United States Postal Service of their choice. City will pay for applicable postage.

The total cost of the mailing shall be determined by multiplying the number of households/vacant properties by the cost of providing the above services (exclusive of postage). If a lower mailing rate becomes available prior to, or at the time of mailing, the City will be qualified for that lower rate.

*Census Insert:* The City of Newton will provide all printed material for one-page inserts. Printed material will be printed on 8 ½ x 11 inches paper with a minimum weight of 20#. Inserts unfolded for Vendor **by December 22, 2010.**

A CD containing a master listing of the name and address of the Heads of Households (designated “mail to”) will be provided to the City for verification purposes **no later than December 22, 2010.**

A sample, with Bar Code, and populated residential information will be provided to the Election Commission, **no later than December 22, 2010.**

All work must be done in an accurate and timely manner, meeting all specified dates.  
Forms to be mailed **no later than January 18, 2011.**

Updated mail return barcode will be provided upon award.

Vendor to meet with the Executive Secretary of the Election Commission upon award of contract.

#### **ITEM 2 - 2<sup>nd</sup> Mailing:**

- Approximately 14,000 Postcards, 4 quadrant fold over, 4x6.
- The following will be provided by the Election Commission:
  - Sample and text
  - Complete "VRIS" data file (**provided 3/25/11**)
  - Vacant address "VRIS" data file

Extract data, and printing post cards in black ink on 2 sides. Trim to size, perforate and fold. CASS certify, address, barcode, and wafer seal. Pack cards and mail at USPS Boston. Returning UCC cards use City of Newton BMR permit #.  
Mailer is to Heads of Households that have "2009" in data file column B, including inactive heads of Households, and their respective family members, and vacant properties.

From the provided complete data file, please extract the following:

Out going label = head of household last name then household, and residential address (ex. John Smith is HOH, Smith Household).  
Business Return Mail (BRM) label = Newton Election Commission City of Newton 1000 Commonwealth Ave. Newton, MA 02459  
Fill in reverse side = Head of Household and all family members' names and date of birth. Head of Household VRIS designated barcode (lower left corner). Ward precinct, HOH name and address in the lower right hand corner.

Proof required before order is run.

Once awarded; sample and text to be provided.

\*All addresses need "or current resident"  
\*\*All vacant property addresses are addressed to "Current Resident"

#### **ITEM 3 - Confirmation Mailing, (3<sup>rd</sup> voter only)**

Complete Extract provided by the City of Newton.

Please extract all INACTIVE voters with a 2010 census year.

##### Outgoing card:

- Newton return address: The Election Commission  
1000 Commonwealth Ave  
Newton, MA 02459
- One card mailed to each extracted voter at his or her residential address
- Non-profit postage permit #

##### Return card:

- Addressed to the Election Commission Postage paid Business reply #

##### Reverse side:

- Verbiage from proofs
- Insert Newton data provided
- Adding the voter barcode in the lower left corner; and the voter name stacked on the voter address stacked on the voter's ward/precinct in the lower right hand corner

Proof provided upon contract award.

#### **ITEM #4 - Printing of the 2011 Resident Books**

The City of Newton will provide a complete street extract from the Voter Registration Information System (VRIS). These text data files will be considered correct and accurate for the purpose of printing the 2011 Resident Books.

- Font: Arial #8
- Number of Books: 135 plus 1 Alphabetical listing of residents with GBC binding
- Size: 8 1/2 x 11
- Ink Color (pages) black
- Ink Color (cover) black
- Stock (pages) 50# white offset
- Stock (insert pages) 50# color offset
- Stock colored (covers) laminated
- Binding: Perfect Bind
- Laminated Cover

#### **Requirements for Table of Contents:**

- Numerical page break down for all streets
- Ward and Precinct for each street

#### **Further Requirements:**

- Street headers must be in bold with zip codes
- Page tabs to indicate W/P
- Precinct maps provided by the City of Newton must be included before the street listings of the respective precincts
- "YOB" column in form: mm/dd/yy
- Political party designations must be included
- Occupations must be listed
- Update year on cover page

#### **A sample proof must be provided before printing.**

- All books must be received within 15 business days of placing order.
- All books are to be delivered to:  
The Election Commission  
1000 Commonwealth Ave  
Newton, MA 02459

END OF SECTION